

ACTING CHIEF, MANAGEMENT BRANCH

15 January 1948

CHIEF, SERVICES BRANCH

Proposed Administrative Instruction on Allocation of Office Equipment

1. In connection with the attached proposed Administrative Instruction, subject: "Allocation of Office Equipment", the Chief, Services Branch, has the following comments to submit.

2. Paragraph 4 of the previous Memorandum dated 11 April 1947 is preferred over the paragraph 2 of the proposed order, the reason being that the latter implies that reception offices of all descriptions, whether they be reception offices to buildings or a division, or whatever, will be allocated Class "A" and Class "B" equipment. Also, the use of the phrase, "special functions" would be a basis on which practically every office can base an appeal. Past experience has indicated that such appeals will be made. Under the previous Memorandum there were practically no appeals for executive type office equipment, and it is for that reason that the statement contained in the previous order is preferred.

3. The proposed order also does not state wherein the authority lies for the determination of Class "A" or Class "B" equipment. It is believed that some authority should be worked out for this. It is suggested that reference be made to the Services Branch "Catalog of Office Equipment and Furniture" dated 1 December 1947, in which Class "A" and Class "B" equipment is listed.

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Chief, Services Branch

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Attachment

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cc: MIM Chrono
Admin. Inst. ✓
Supply Division Folder
Stayback

Document No. 15
NO CHANGE in Class. ☒
DECLASSIFIED
CLASS. CHANGED TO: TS S C
DDA Memo. 4 Apr 77
Auth: DDA REG. 77/1783
Date: 024

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ORIGINAL DOCUMENT MISSING PAGE(S):

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